



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PARK MANAGER II

Job Number: 20000573

Job Code: 15860V161016

Job Group: 1500 - PARKS AND RECREATION

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the operation of a medium recreational state park; and performs other duties as required. (NOTE: Applies to Ben Hawes, Big Bone Lick, Columbus-Belmont, General Burnside, Grayson Lake, Green River, Kincaid Lake, Lincoln Homestead, Mineral Mound, Old Fort Harrod, and Yatesville Lake state parks.)

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of business, administrative or management experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional education will substitute for the experience on a year-for-year basis.

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Additional related experience will substitute for the education on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be 20 years and one day of age at time of appointment. Must obtain S.T.A.R. ( Server Training in Alcohol Regulations) certification from the Kentucky Department of Alcoholic Beverage Control within six months of appointment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises employees in the management of the operation of the park. Supervises and inspects the construction, maintenance and operation of buildings, grounds and recreational areas. Provides training and assistance to employees. Maintains inventory of equipment and supplies for the operation of the park and its facilities. Maintains business records and reports and makes bank deposits. Prepares operational reports and records. Maintains public relations with park visitors.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically consists of office duties in a state park setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*